

**Michigan Supreme Court  
State Court Administrative Office  
309 N. Washington Square, P.O. Box 30048  
Lansing, Michigan 48909  
(517) 373-2222 TEL  
(517) 373-2112 FAX  
Email [Ferryj@Jud.State.mi.us](mailto:Ferryj@Jud.State.mi.us)  
John D. Ferry, Jr., State Court Administrator**

## **M E M O R A N D U M**

**DATE:** February 19, 1999

**TO:** All Chief Judges, Court Administrators, Probate Registers, Friends of the Court

**FROM:** John D. Ferry, Jr.

**SUBJ:** Administrative Order 1998-5, Guidelines for Unscheduled Court Closing Due to Weather Emergency and Guideline for Court Staff Hours Local Administrative Orders (LAO)

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Recently, the Supreme Court adopted Administrative Order 1998-5, which requires Chief Judges to adopt a Local Administrative Order detailing the process for unscheduled court closing in the event of bad weather. The Order also requires that any deviation of the court's hours from the standard working hours of the funding unit must be reflected in a Local Administrative Order. To assist you in development of required local administrative orders we have prepared a Guideline for Unscheduled Court Closing Due to Weather Emergency and a Guideline for Court Staff Hours. Both Guidelines are attached.

Courts with the same funding unit should submit a joint Local Administrative Order for all courts, if possible.

If you have questions with respect to these Guidelines, please contact your Regional Administrator.

Enclosures

cc: Jim Covault  
Dawn A. monk  
Regional Administrators  
Kevin Bowling